POSITION DESCRIPTION COVER SHEET

REASON FOR THIS POSITION		
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER

RECOMMENDED

4. TITLE	5. PAY PLAN	6. SERIES	7. GRADE

8. WORKING TITLE (Optional)	9. INCUMBENT (Optional)

OFFICIAL

10. TITLE

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE			16. I/A	17. CLASSIFIER
				MONTH	DAY	YEAR	Yes No	

18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st	5th
2nd	6th
3rd	7th
4th	8th

SUPERVISOR'S CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.

19. SUPERVISOR'S SIGNATURE	20. DATE	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE
21. SUPERVISOR'S NAME AND TITLE		24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE	

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD / BMK	26. POINTS	FACTOR	25. FLD / BMK	26. POINTS
1. Knowledge Required			6. Personal Contacts		
2. Supervisory Controls			7. Purpose of Contacts		
3. Guidelines			8. Physical Demands		
4. Complexity			9. Work Environment		
5. Scope and Effect			27. TOTAL POINTS ▶	27.	
			28. GRADE ▶	28.	

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29. SIGNATURE	30. DATE
31. NAME AND TITLE	

32. REMARKS	33. OPM CERTIFICATION NUMBER

MASTER RECORD/INDIVIDUAL POSITION DATA
THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA

1. FUNCTION (1) ◀ A/C/D/I/R	2. DEPT. CD./AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)

B. MASTER RECORD

1. PAY PLAN (2)	2. OCC. SER. (4)	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5)	5. OFF. TITLE (38)

6. HQ. FLD. CD. (1) ◀ 1 = HQ 2 = FLD	7. SUP. CD. (1) ◀ 1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA 5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others	8. CLASS. STD. CD. (1) ◀ X = New Std. Applied Blank = NA	9. INTERDIS. CD. (1) N = No Y = Interdis	10. DT. CLASS (6) MO | DAY | YEAR

11. EARLY RET. CD. (1) ◀ 1 = Primary 2 = Secondary 3 = Foreign Svc. Blank = NA	12. INACT / ACT (1) ◀ I = Inactive A = Active	13. DT. ABOL. (6) MO | DAY | YEAR	14. DT. INACT / REACT (6) MO | DAY | YEAR	15. AGCY. USE (10)

16. INTERDIS. SER. (40)
(4) (4) (4) (4) (4) (4) (4) (4) (4) (4)

17. INTERDIS. TITLE CD. (50)
(5) (5) (5) (5) (5) (5) (5) (5) (5) (5)

C. INDIVIDUAL POSITION

1. FLSA CD. (1) ◀ E = Exempt N = Nonexempt	2. FIN. DIS. REQ. (1) ◀ 0 = None 1 = CD 219 2 = CD 220 3 = SF 278 4 = AD 392 5 = SF 849	3. POS. SCHED. (1) ◀ A = Sched A B = Sched B C = Sched C 0 = Excepted but not A, B, C	4. POS. SENS. (1) ◀ 0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive	5. COMP. LEV. (4)

6. WK. TITLE CD. (4)	7. WK. TITLE (38)

8. ORG. STR. CD. (18)	9. VAC. REV. CD. (1)
1st 2nd 3rd 4th 5th 6th 7th 8th	◀ 0 = Position Action No Vacancy A = No Change B = Lower Grade C = Higher Grade D = Different title and / or series E = New Position / New FTE

10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank = N/A ◀ Y = Yes	13. DUTY STATION (9) State (2) | City (4) | County (3)	14. BUS. CD. (4)	15. DT. LST. AUDIT (6) MO | DAY | YEAR	16. PAS. IND. (1) Blank = N/A ◀ 1 = PAS	17. DATE EST. (6) MO | DAY | YEAR

18. GD. BASIS. IND. (1) ◀ 1 = Rev. when vacant 2 = Impact of Person 3 = Sup. / SGEG 4 = Sup. / Program 5 = RGEG 6 = Policy Analysis G E G 7 = Equipment Devel. Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use	19. DT. REQ. REC. (6) MO | DAY | YEAR	20. NTE. DT. (6) MO | DAY | YEAR	21. POS. ST. BUD (1) Y = Perm ◀ N = Other

22. MAINT. REV. / CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)
Normal Act 1 = Desk Audit 2 = Sup. Audit ◀ 3 = Paper Rev. 4 = PME / Activity Rev.   **Maintenance Review Act** 5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.   **Results** 1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change 5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos. 9 = Other

23. DT. EMP. ASGN. (6) MO | DAY | YEAR	24. DT. ABOL. (6) MO | DAY | YEAR	25. INACT / ACT (1) ◀ 1 = Inact. 2 = Act.	26. DT. INACT / REACT (6) MO | DAY | YEAR	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)

30. CLASSIFIER'S SIGNATURE	31. DATE

32. REMARKS